

**MISSISSIPPI MILITARY DEPARTMENT
CONTRACT EMPLOYEE POSITION ANNOUNCEMENT
LODGING ANNOUNCEMENT**

OPENING DATE: _23 May 2014___ CLOSING DATE: _9 June 2014_ WIN# ISSUED AT HIRING

POSITION: ADMIN SUPPORT SPECIALIST (LODGING)

HOURLY RATE: \$9.22

**LOCATION OF POSITION: ANG COMBAT READINESS TRAINING CENTER, 4715 HEWES AVE.,
GULFPORT, MS 39507-4324**

TELEPHONE INQUIRIES: MSgt JEANNINE SMITH DSN 363-6160

APPLICATION MUST BE SUBMITTED TO CRTG /SV 4715 HEWES AVE. BLDG 160, GULFPORT, MS 39507-4324

APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE

SPECIAL CONDITION: MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition males between the ages of eighteen documentation of compliance with the requirements of the Federal Selective Service Act.

Minimum Qualifications:

1. High school education or GED and two (2) years experience in housekeeping field.
2. Posses a valid state driver's license and if authorized to operate a Government Vehicle, have the ability to obtain and maintain a U.S. Government Motor Vehicle Operator's ID card. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**
3. Position requires a good working knowledge of personal computers, spreadsheets, data base management and word processing.
4. Physical condition of such nature as to permit lifting, stooping, climbing and continuous moderately heavy work with the ability to move and lift objects weighing up to 50 pounds.
5. Excellent verbal and handwriting skills necessary.

DUTIES AND RESPONSIBILITIES

- ~Work at peaks in workload due to conference and deployed unit support.
- ~Have exceptional customer service skills, general knowledge in use of a variety of computer software, and flexible hours to support the mission of the lodging office.
- ~Day to day operations of the Lodging Department.
- ~Accomplishing reservations and cancellations, processing customers in and out of lodging, cashiers duties, walking rooms, and light office housekeeping duties .

~Operates automated office equipment to run products supporting the Custodial/Housekeeping & Lodging departments.

~Accomplishes administrative duties support training and source documentations.

~Must have flexible hours.

SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept. policy and as authorized by the State Legislature.

All salary increases are subject to annualized funding availability.

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH IS REQUIRED.

Copies of college transcripts, diplomas, certificates, licenses, etc, and must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATIONS SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview will not receive further consideration.

SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.